



SUB REGIONAL OFFICE MAROL
EMPLOYEES' STATE INSURANCE CORPORATION
(An ISO 9001:2008 Certified organization)
"PANCHDEEP" BHAVAN: P.9, ROAD No.7
MIDC, ANDHERI (E), MUMBAI-400 093.

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No.35-D-11-BO-Miraroad/Gen13

Date:-12/07/2017

TENDER NOTICE

The Employees' State Insurance Corporation requires rental/leased accommodation for its Branch Office-Mira Road, Mumbai. Approximate area of the premises should be around 1000 to 1500 sq.ft.(carpet) and it should have preferably 2 toilets. Lease Agreement of the building would be for minimum 3 years extendable upto 5 years. Willing landlords may submit their proposals (in the sealed envelop) in the prescribed proforma available on our website i.e www.esicmaharashtra.gov.in by 27/07/17 upto 3.00 pm by Regd. Post addressed to Jt.Director(I/c), General Branch ,Sub Regional Office Marol, Panchdeep Bhavan, Plot No.P9, Road No.7, MIDC Marol Andheri (E),Mumbai-400093" or personally dropping the tender form in sealed envelop in the Tender Box kept at, General Branch ,Sub Regional Office Marol, Panchdeep Bhavan, Plot No.P9, Road No.7, MIDC Marol Andheri (E),Mumbai-400093". The tender will be opened on 28/07/17 at 3.00 pm in presence of bidding parties who wish to be present at the time of the tender. The undersigned reserves the right to accept or reject any or all tender bids without assigning any reason.

Jt.Director(I/c)

TERMS & CONDITIONS

Sr.No	Terms & Conditions
1	The rooms in the premises should be airy and having vitrified tiles with a wash basin in toilet.
2	Other things being similar, preference will be given to newly constructed/ground floor or first floor premises.
3	The building should preferably be located near Bus Depot or within one km. Radius of nearest Railway Station East/West side.
4	The application should be submitted by the owner or a person duly authorized by him for the purpose.
5	The owner should have clear title to the property
6	Construction of the building should be as per design approved by the Local Authority and it should be having adequate supply of water & electricity.
7	It should have some parking space preferably.
8	The quotation of the premises should be supported with approved drawing of the premises with clear dimensions.
9	A copy of approved plan of the premises should be enclosed with the offer.
10	If any minor alteration / additions are required, as per office need, it has to be done by the owner at his own expenses.
11	The building should have sufficient electricity load 5-10 KWA installed electricity load and fittings for installation of Air-Conditioner., Generator Consent of the society for installing Tower for networking is also necessary.
12	The rent / lease should be quoted for carpet area inclusive of Taxes, Levies, Duties, Parking charge, Maintenance charge, Insurance etc.
13	There should be provision for glow Signage.

FORMAT

OFFER FOR THE ACCOMMODATION

1	Name of the City	;	
2	Covered Area of the property a) Carpet Area b) Total Covered Area c) No. of Rooms d) No. of Toilets	;	
3	No. of Storeyes i.e. Single/Double/Triple	;	
4	Ownership (in whose name) (Attach Documentary Proof)	;	
5	Any Encumbrance (Attach Affidavit for ref. Encumbrance)	;	
6	Location Address of the Property	;	
7	Distance (in Kms.) from the Main Road (specify road) Railway Station Bus Stand	;	
8	Approved plan of the Building with Signature (Please Attach drawing)	;	
9	Rate per Sq.ft. Of the Carpet Area (Both in figures & word) Inclusive of Taxes, Duties , Levies, Parking & Maintenance Charges.	;	
10	Sanctioned load (attach copy of latest Paid Electricity Bill)	;	
11	Complete Address & Contact Details 1) Mobile & Land line No's 2) Fax No. 3) E-mail Id.	;	

Date:-

(OWNER'S SIGNATURE)

Note:- This page as well as other enclosures should be duly signed failing which offer shall be treated as invalid.